

# Minor Source Emissions Inventory SPARS Training

## Creating & Submitting an Emissions Inventory

Emissions Inventory  
&  
SPARS Helpdesk

Iowa DNR – Air Quality Bureau  
7900 Hickman Rd Suite 1  
Windsor Heights, IA 50324



**IowaDNR**

The Iowa Department of Natural Resources



Leading Iowans  
in caring for  
our natural resources

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# SPARS Training



## ➤ Getting to know SPARS Web

# SPARS Training Objective

- **The main objective of this training is to ensure that users acquire the necessary knowledge to create and submit Minor Source Emissions Inventories using SPARS Web.**

# SPARS Web – What is it?

- **SPARS was created as an Oracle database to gather environmental data received through construction permit applications, Title V permit applications, and emissions inventories.**
- **SPARS was made available on the World Wide Web**

# SPARS Web – What is it?

- **Application Query Tool**
  - **A SPARS database window, which allows the user to access, view, create, edit, or delete applications and inventories**



Site ID:	<input type="text"/>	Site Name:	<input type="text"/>
EQ No:	<input type="text"/>	City:	<input type="text"/>
Permit No:	<input type="text"/>	County:	<input type="text"/>
Facility ID:	<input type="text"/>	Project No:	<input type="text"/>

☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EQ	Create Minor Source EQ	Create Construction App

[Refresh List](#)

[Clear Query](#)

[Edit Application](#)

[Delete Application](#)

[Submit To AQB](#)

[Cancel](#)



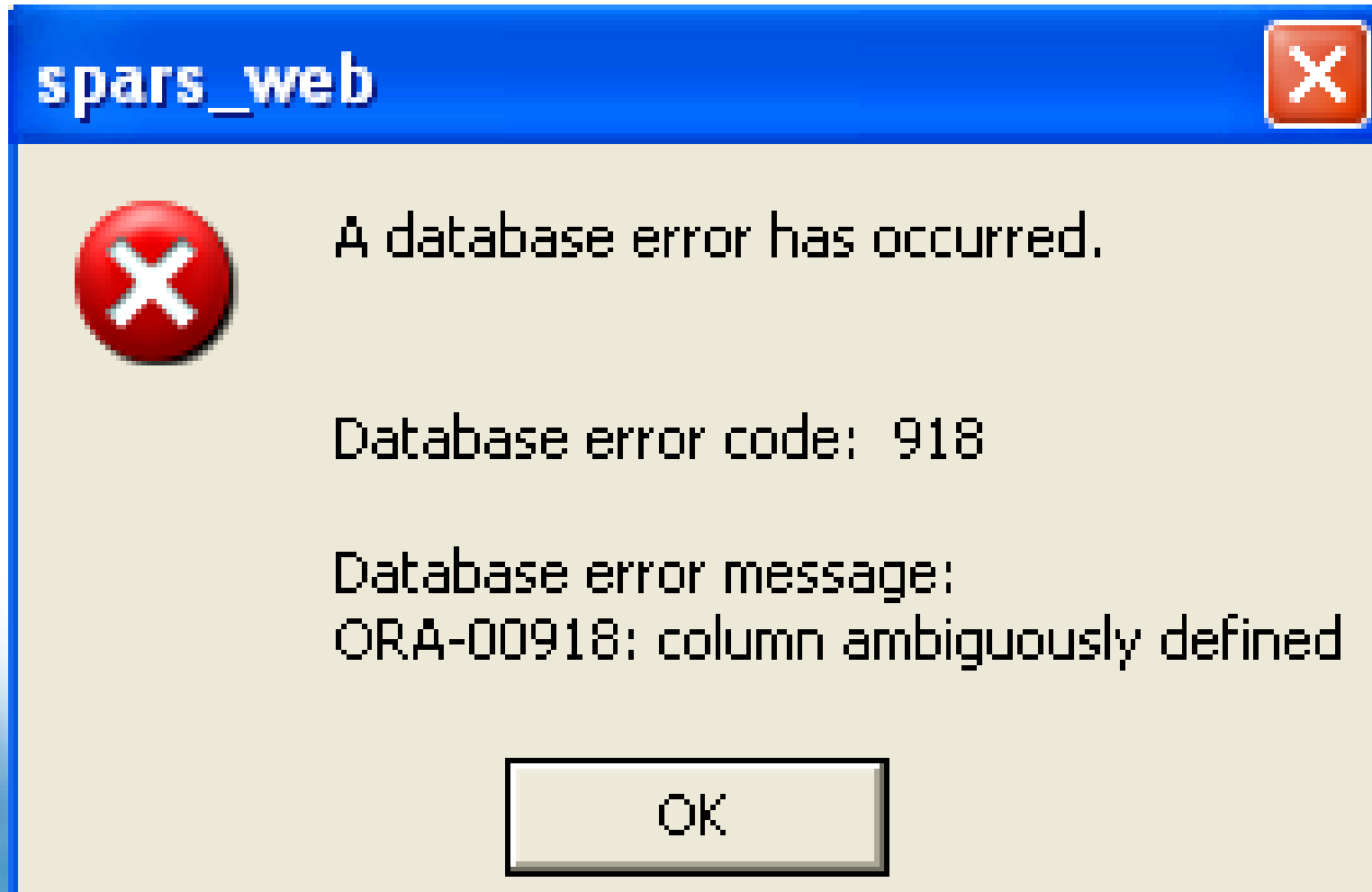
# SPARS Web – What does it do?

- **It allows the creation of applications and inventories**
- **It allows the electronic submittal of these applications and inventories**
- **It allows re-using existing information to create new applications and inventories**

# SPARS Web – How does it communicate with you?

- Through **database errors** and **warning messages**
- **Database errors** – There are several reasons why they occur and several ways in which they are displayed. The common thread is that all are “terminal.” The connection to SPARS Web is terminated.

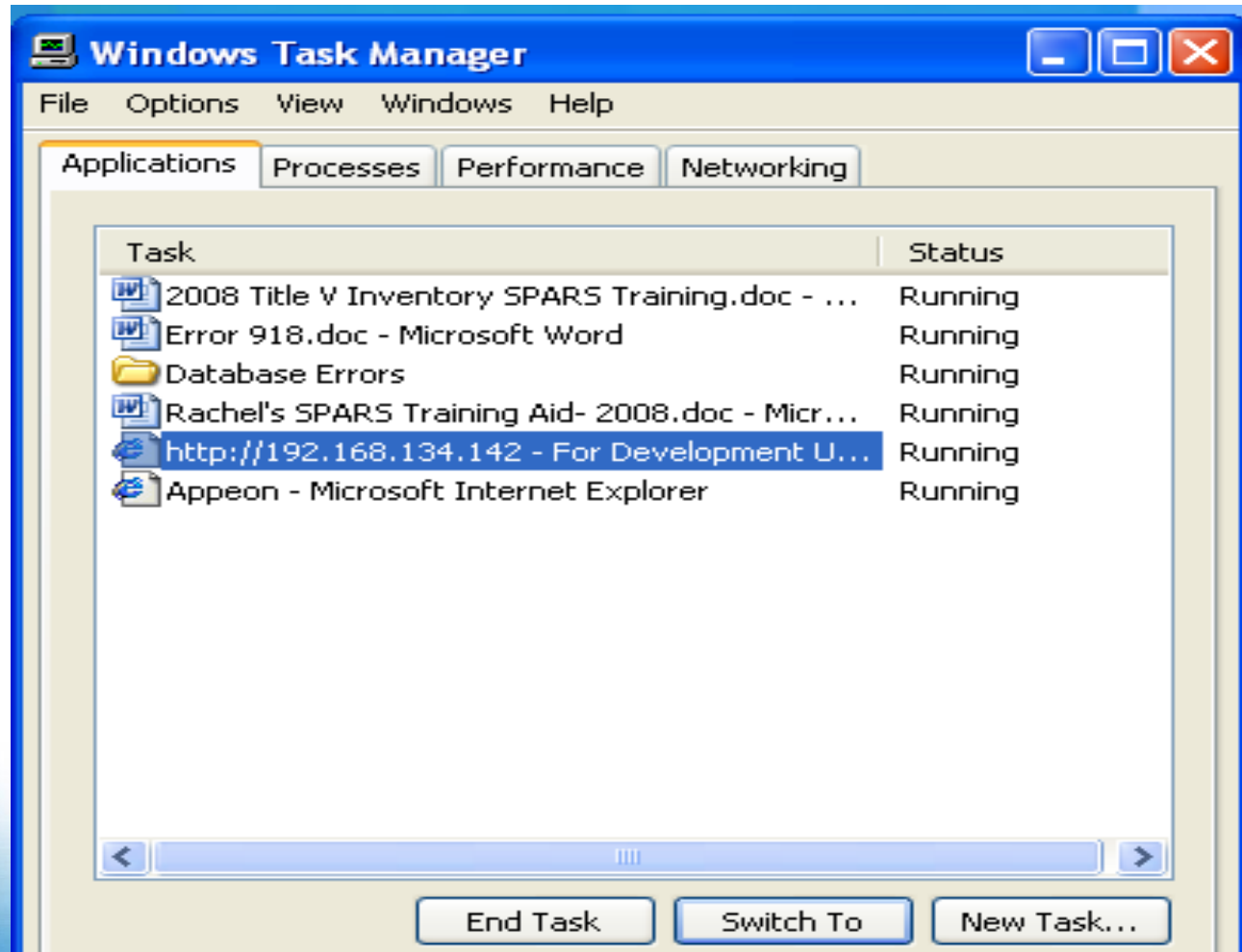
# Example of a Database Error



# SPARS Web – How does it communicate with you?

- **One of the most common database errors is received when users try to access SPARS documents that have already been submitted to the DNR.**
- **For security reasons and to avoid accidental changes to the submitted data, SPARS disconnects these users.**

# End Task



# SPARS Web – How does it communicate with you?

- **Warning Messages** – There are several reasons why they occur and there are several ways that they are displayed. Unlike database errors, warning messages are not “terminal.” Users are not disconnected from SPARS Web when they occur.

# SPARS Web – How does it communicate with you?

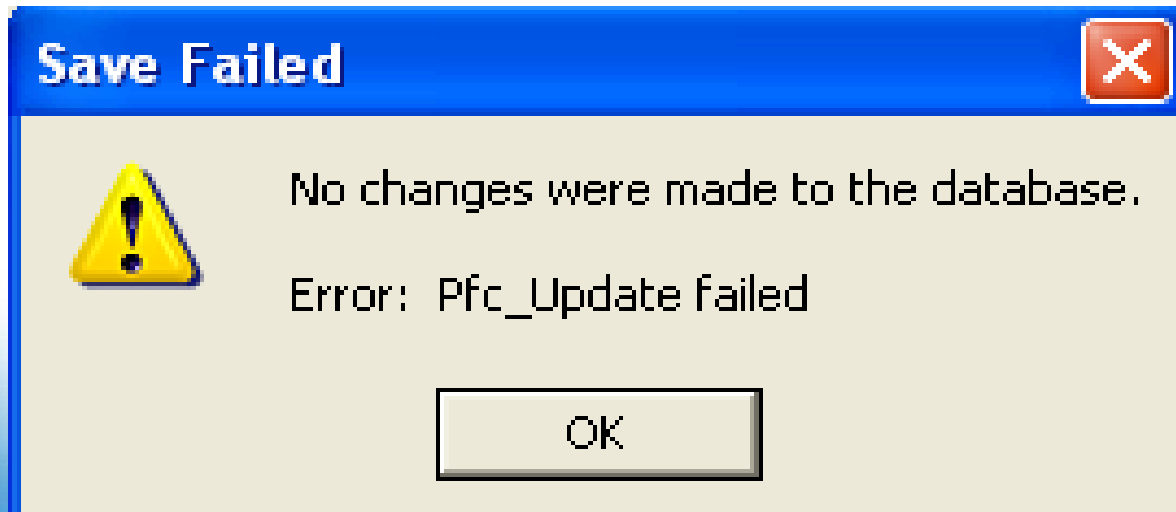
- **Two of the most common warning messages are:**
  - **When the data needs to be refreshed.**
  - AND**
  - **When the database finds a duplicate record.**

# Examples of a Warning Message





# Examples of a Warning Message



# Accessing SPARS Web

- **SPARS Administrator at AQB creates 2 accounts for a facility:**
  - **Facility Administrator**
  - **Responsible Official**
- **The facility's SPARS users download the Appeon plug-in to access SPARS Web.**

# Accessing SPARS Web

- The facility's SPARS users enter their User Name and Password to log in to SPARS Web.



A screenshot of a web browser window titled "Please Login". The window features a graphic of a bald eagle's head on the right, with the text "Iowa Department of Natural Resources" and "SPARS" overlaid. Below the eagle, it says "State Permitting and Air Reporting System". At the bottom, there are two input fields: "User ID:" and "Password:". To the right of these fields are two buttons: "Login" and "Exit".

Please Login

Iowa Department of Natural Resources

SPARS

State Permitting and Air Reporting System

User ID:

Password:

Login

Exit



## State Permitting and Air Reporting System



## SPARS Web



## State Permitting and Air Reporting System

**Welcome to SPARS Web**

This system was developed by the Iowa Department of Natural Resources (IDNR) to assist the regulated community in preparing and submitting Air Construction and Operating permit applications.

The system contains an Online Help that will guide you through the use of this system. Simply select 'Help Topics' from the Help menu at any time to access information on system functions navigation or general document organization. The Online Help is context sensitive. You can press the F1 Key to access detailed instructions for each of the electronic forms.

**Getting started** You will need to have a Site Identification Number unique for your facility before you can start enter. If you do not have a Site Identification Number, you need to contact the IDNR to obtain this 12-digit number.

To contact the IDNR for your 12-digit number:

Call: (515) 242-5100

Fax: (515) 242-5094

E-Mail: [SPARS@mail.dnraq.state.ia.us](mailto:SPARS@mail.dnraq.state.ia.us)

Write to: Attn SPARS

Iowa DNR-Air Quality Bureau

7900 Hickman Road, Suite 1

Urbandale, IA 50322

**Or Visit our Web Site at <http://www.dnraq.state.ia.us>**

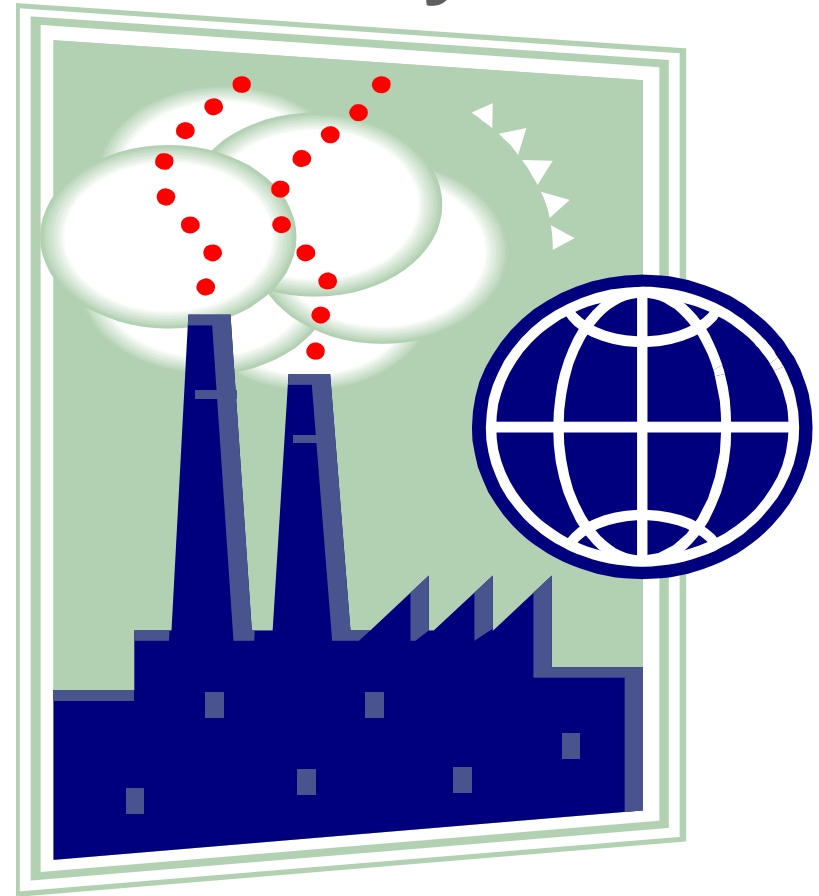
Please include your Facility Name, County Name, Mailing Address, and Phone Number. If you already have an EIQ Number or Facility ID Number, include that information as well.

☒ **Show welcome at startup**

# Minor Source Emissions Inventory

## SPARS Training: Creating & Submitting an Emissions Inventory

➤ **Questions?**



# SPARS Interactive Training: Logging Into SPARS

- Login (<http://spars.iowadnr.gov/spars.htm>)
- Username
- Password

# SPARS Interactive Training: Creating & Submitting an Emissions Inventory

State Permitting and Air Reporting System

File Tools Reports IDNR Site Management Window Help

**Please Enter Inventory/Application Date & Year**

Site Name: SPARS SAMPLE FACILITY - MINOR SOURCE

Emission Inventory/Application Year [yyyy]: 2011 Application Date [mm/dd/yyyy]: 03/01/2012

Populate New Application/Questionnaire

☐ Copy Data From Site Management

☒ Copy Data From Previous Document

Emission Year	Application Type	Application Date
2004	INITIAL	2/15/2005
2007	INITIAL	2/15/2008
2010	INITIAL	3/10/2011
2010	SUPP	9/30/2011

OK Cancel

**SPARS : Application Query Tool**

Site ID: Site Name: SPARS SAMPLE FACILITY - MINOR SOURCE

EQ No: City:

Permit No: County:

Facility ID: Project No: And Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility2)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications		
Create Operating App	Create Part 2 App	Create Title V EQ	Create Minor Source EQ	Create Construction App		
Site ID	Site Name	EQ No /Project	Year	Sub Date	Type	App Type
100000041171	SPARS SAMPLE FACILITY - MINOR SOURCE		2004	15-Feb-2005	MINOR	INITIAL
100000041171	SPARS SAMPLE FACILITY - MINOR SOURCE		2007	15-Feb-2008	MINOR	INITIAL
100000041171	SPARS SAMPLE FACILITY - MINOR SOURCE		2010	10-Mar-2011	MINOR	INITIAL
100000041171	SPARS SAMPLE FACILITY - MINOR SOURCE		2010	30-Sep-2011	MINOR	SUPP

Refresh List Clear Query Edit Application Delete Application Cancel

# Purpose of the Minor Source Emissions Inventory (MSEI)

- **The data IDNR receives through the MSEI helps:**
  - **Assist in tracking Iowa's progress towards meeting national air quality standards**
  - **Perform regional and local air pollution dispersion modeling**
  - **Develop control and maintenance strategies required by the Clean Air Act**
  - **Identify emission levels and trends throughout the state**
  - **Verify emissions data contained in nationally-published reports (USA Today School Air Toxics, NATA, etc.)**
  - **A complete air pollutant inventory is required by Iowa Administrative Code (567) sub rule IAC 21.1(3)**



# Options for submitting the MSEI

- **Electronically via the SPARS website**
  - <http://spars.iowadnr.gov/spars.htm>
- **Paper via the MSEI forms**
  - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/MinorSourceForms.aspx>
- **Specialized forms for stationary concrete, asphalt, and limestone crushing plants and Group 2 Grain Elevators**
  - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/EmissionsEstimateTools.aspx>

# How to gain access to the SPARS website

- **Facility Administrator form**

- <http://www.iowadnr.gov/portals/idnr/uploads/forms/5422005.pdf?amp;tabid=1476>

- **Responsible Official form**

- <http://www.iowadnr.gov/portals/idnr/uploads/forms/5422004.pdf?amp;tabid=1476>

- **SPARS help and information**

- <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>

# MSEI Resources

- **Worksheets, example calculations, SCC numbers, and links to websites for emission factors and SIC & NAICS codes**
  - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/EmissionsEstimateTools.aspx>
- **MSEI instruction booklet**
  - [http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei\\_instructions.pdf](http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_instructions.pdf)

# MSEI Resources

- **Tips on completing the inventory**
  - [http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei\\_tips.pdf?amp;tabid=1570](http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_tips.pdf?amp;tabid=1570)
- **Frequently asked questions**
  - [http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei\\_faqs.pdf?amp;tabid=1570](http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_faqs.pdf?amp;tabid=1570)
- **Exemptions**
  - [http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei\\_exemptions.pdf?amp;tabid=1570](http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_exemptions.pdf?amp;tabid=1570)
- **Iowa Air Emissions Assistance Program inventory tools**
  - <http://mse.iwrc.org/>

# Additional Minor Source Emissions Inventory SPARS Training

- **SPARS Site Management Training Webinar:**
  - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/EmissionsInvTraining.aspx>
  - Will include a general introduction to SPARS, available resources and guidance documents for the emissions inventory submittal, how to use SPARS site management, and a Q&A session